

# Quicker Emails with Quick Parts

## Problem

Do you find that you spend a lot of time typing out the same, small pieces of information over and over in your emails? Do you find yourself creating the same hyperlinks to share with others? Are there images that you regularly include such as maps?

## Solution

Use Quick Parts in Outlook to do any of these in a much faster way! Here's how:

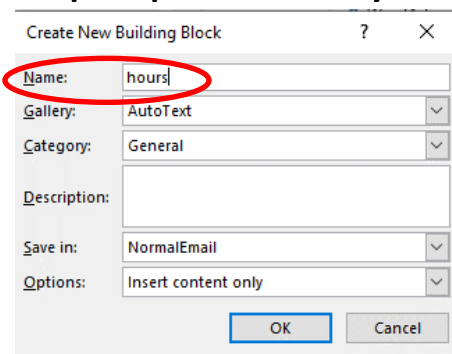
## A) Create a Quick Part

**Step 1: Highlight your text, image, or hyperlink. Select ALT+F3.**



Monday: 7:30 am-4:30 pm  
Tuesday: 7:00 am-4:00 pm  
Wednesday: 7:00 am-4:30 pm  
Thursday: 10:00 am-7:00 pm  
Friday: 7:00 am-4:00 pm

**Step 2: A window will open up. Name your quick part. Click okay.**



Create New Building Block

Name: hours

Gallery: AutoText

Category: General

Description:

Save in: NormalEmail

Options: Insert content only

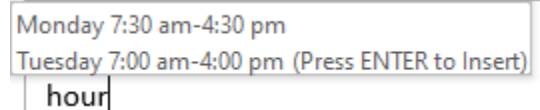
OK Cancel

## B) Use your previously created Quick Part

**Step 1: Start typing your quick part's name in the body of an email. In this case, it's "hours".**

Here's my schedule:  
hou

**Step 2: When you type the 4<sup>th</sup> character (the "r" in this case), a screen tip preview will pop up.**



Monday 7:30 am-4:30 pm  
Tuesday 7:00 am-4:00 pm (Press ENTER to Insert)  
hour

**Step 3: Hit enter and your quick part will be added. That's it!**

Here's my schedule:

Monday: 7:30 am-4:30 pm  
Tuesday: 7:00 am-4:00 pm  
Wednesday: 7:00 am-4:30 pm  
Thursday: 10:00 am-7:00 pm  
Friday: 7:00 am-4:00 pm